

MEMORANDUM

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PRO Log

THE WHITE HOUSE

WASHINGTON

July 27, 1978

OLC #78-288

MEMORANDUM TO: Department and Agency Congressional Liaison

FROM: Frank Moore
Les Francis *Les Francis*

SUBJECT: Weekly Legislative Reports
Friday CL Meetings

Please note the changes in procedure to become effective immediately.

As before, address the report to Frank Moore but BOTH the original of the report and seven copies should be hand-delivered to Les Francis, Basement West Wing. They should be delivered to the Southwest Gate of the White House with a note on the envelope to call Extension 7003 for pick-up. As before, we would like to have the reports here by Noon of each Friday.

Also, as mentioned at the last Friday meeting, if you have special requests for assistance, etc., please note them separately at the end of your report.

Finally, Lisa Bourdeaux, a new member of the Congressional Liaison staff, will be checking with you each Friday morning concerning items you may want placed on the afternoon agenda. Lisa can be reached on Extension 7003.

Thanks for your continued cooperation.

P.S. Please instruct your staff to inform your messengers that any deliveries marked for Les Francis' office MUST be delivered to the Southwest Gate; never the Old Executive Office Building or East Gate.